

HEALTH AND SAFETY POLICY

PART 1 GENERAL COMPANY STATEMENT

It is the aim of this Policy to promote the highest standards of management of Health, Safety and Environmental issues at all our work places and it is the Company's intention that its work will be carried out in accordance with the relevant statutory provisions. All reasonably practicable measures are taken to avoid risk to its employees or injury to any person, damage to or loss to any plant, equipment, property or any adverse impact on the environment.

Where appointed Principal Contractor under the Construction (Design & Management) Regulations, the Company will fully comply with the requirements thereof.

The Company will consult with all employees on the introduction of any measures at the work place which may substantially affect their health and safety.

Management and supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure that adequate money, time and any other resources necessary to ensure that our legal obligations for health and safety are met and that health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and sub-contractors are required to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The Board of Directors have appointed a Director, Mr C Sainty as having particular responsibility for health, safety and environmental concerns and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The operation of this Policy will be implemented by the Senior Management and staff of the Company.

The Company will provide sufficient training including seeking expert advice where appropriate to ensure the competence of all employees.

This Statement of Company Policy will be displayed prominently at all sites and workplaces.

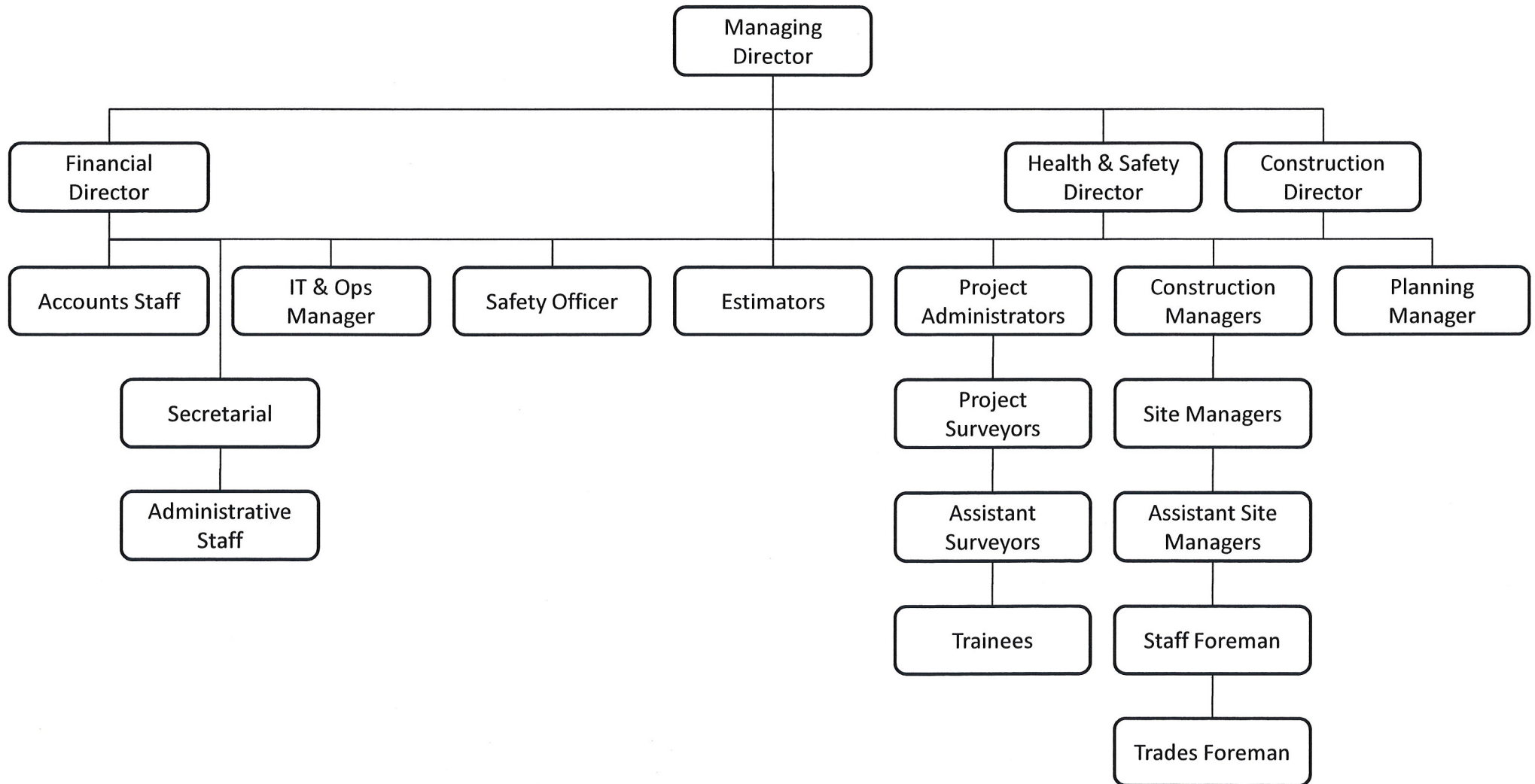
Signed: A H Bennett - Managing Director

Signed: C P Sainty - Safety Director

Dated

Issue	Date	Reviewed by	Details
15	09/11/09	C Sainty	Minor Changes to First Aid Requirements
16	01/03/10	C Sainty	Document Separated from Environmental Policy and renumbered to PL/251/16 from SL/AD/251/15
17	20/09/10	C Sainty	Changes to Director of Safety
18	16/11/10	C Sainty	Inclusion of Managing Director signing policy

Company Structure



PART 2 ORGANISATION

DIRECTORS shall be responsible for the following

1. Preparing and keeping up to date a Statement of the Company's Health, Safety and Environmental Policy and ensure that it is brought to the notice of all employees.
2. Preparing instructions for the organisation and methods for carrying out the Company Policy, to make sure each person is aware of their responsibilities and the means by which they can carry them out.
3. Administering the Policy throughout the Company by appointing an individual Director responsible for same.
4. Knowing the appropriate statutory requirements affecting the Company's operations.
5. Ensuring that appropriate training is given to all staff as necessary.
6. Insisting that sound working practices are observed as laid down by Codes of Practice and that work is planned, the risks assessed and then carried out in accordance with the statutory provisions.
7. Ensuring that tenders are adequate to allow for proper welfare facilities to be in place before works commence, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of sub-contractors.
8. Ensuring that there is liaison on health and safety matters between the Company and others working on the site.
9. Instituting reporting, investigations and costing of any injury, damage and loss, promoting analysis of investigations to discover trends and eliminate hazards.
10. Disciplining any member of the staff failing to discharge satisfactorily their responsibilities for health and safety.
11. Instigating liaison with external accident prevention organisations, encouraging the distribution of safety literature throughout the Company.
12. Ensuring adequate funds and facilities are available to meet requirements of the Company Policy.
13. Making certain that, Site Managers, Surveyors, Foremen, etc. understand that injuries, equipment damage and wastage will all be taken into account when bonus, salary review and promotion are being decided.
14. Setting personal examples when visiting sites by wearing appropriate protective clothing.
15. Arranging for regular meetings with the Safety Supervisor to discuss Company accident prevention, performance, possible improvements, etc.
16. Reviewing/monitoring safety reports as contracts progress and check for trends

**CONSTRUCTION MANAGERS/SITE MANAGERS
shall be responsible for the following**

1. Understanding the Company's Health, Safety and Environmental Policy and ensuring that it is brought to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Directors any improvements or additions which you feel necessary.
2. Determining at the planning stage:- (Pre-tender and/or Pre-contract)
 - (a) The most appropriate order and method of working.
 - (b) The provision of adequate lighting and safe method of electrical distribution.
 - (c) The allocation of responsibilities, and any necessary liaison requirements between this Company and others on site.
 - (d) The hazards arising from underground and overhead services.
 - (e) The welfare facilities are in place before works commence on site
 - (f) The fire precautions necessary.
 - (g) Any particular training or instruction required for site personnel.
 - (h) Any temporary works provision (scaffolding, excavation support, etc.).
 - (i) An assessment of the risks involved with the use of any substance, process or work activity hazardous to health and safety.
 - (j) The operations which may result in noise levels where action is necessary.
 - (k) The areas on sites where safety helmets must be worn
3. Assessing the risks and providing written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outlining potential hazards at each stage and indicating precautions to be adopted. Obtaining Method Statements from sub- contractors carrying out high risk activities such as demolition, steel erection, asbestos removal, etc, and ensure they are working in accordance with same.
4. Obtaining details from sub-contractors of assessments of risk associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out, and checking that their planned control measures will provide protection to others on the site.
5. Setting a personal example by wearing appropriate protective clothing on site.
6. Check working methods and precautions with site management and the Safety Supervisor before work starts (preferably at a pre-contract meeting).
7. Organising sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials.

8. Knowing the requirements of the Construction Regulations and other relevant legislation and ensuring that they are observed on site.
9. Ensuring that a risk assessment has been carried out of any substance, process or work activity hazardous to health and safety, and that appropriate control measures, training, instruction, protective clothing etc have been provided.
10. Ensuring that an assessment has been carried out of any noisy process, hand arm vibration or plant hazardous to health and that appropriate control measures, training, instruction, protective equipment etc have been provided.
11. Keeping all registers, records and reports up to date and properly maintained with appropriate entries and ensuring that they are kept in a safe place. Ensure that copies of Regulations are available and statutory notices are prominently displayed. Checking the certificates of scaffolders and machine drivers for competency.
12. Ensuring that the "competent persons" appointed to make the necessary inspections of scaffolding, excavations, plant, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
13. Ensuring that Supervisors and operatives under your control are aware of their responsibilities for safe working and that they should not take unnecessary risks.
14. Arranging delivery and storage of materials and plant on and ensuring that off-loading and stacking is carried out in a safe manner.
15. Ensuring that any electricity supply is installed and maintained in a safe and proper manner and certificated.
16. Ensuring that all information available relating to underground services on the site is obtained and that services are located, marked and plotted accurately before excavation work commences.
17. Not allowing mechanical excavators etc within any limits of underground services as laid down by the Service Company and the Company Policy.
18. Protecting all overhead services in accordance with the Service Company's recommendations and Company Policy before work commences.
19. Planing and maintaining a tidy site and keeping the welfare facilities clean and tidy and ensuring the toilets have hot water.
20. Implementing arrangements with sub-contractors and others on site to avoid confusion regarding areas of responsibility for health, safety and welfare, and ensuring liaison is maintained.
21. Checking that all machinery and plant on site, including power and hand tools, are maintained in good condition and tested regularly and that all temporary electrical equipment is rated at 110 volts. (240 volt tools circuit breakers must be used).
22. Ensuring that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable and is issued when required and records are kept of the issue. Also that the appropriate PPE safety signs are displayed on site.

23. Ensuring that adequate first aid facilities are maintained on site and that all persons on site are aware of their location and the procedure for receiving treatment for injuries and in any emergency calling for an ambulance or fire engine.
24. Accompanying Health and Safety Inspector on site visits, and acting on his/her recommendations. In the case of the Inspector issuing a Notice (Prohibition or Improvement), contacting the Contracts Manager/Director immediately after complying with any requirements to stop work.
25. Co-operating with the Safety Supervisor. Asking for his advice before commencing new methods of work or potentially hazardous operations.
26. Ensuring that adequate fire precautions are provided for site offices, welfare facilities and that fire points are established around the sites and hotwork permits are issued as necessary. Ensuring that Flammable liquids or liquefied petroleum gases are stored and used safely.
27. Examining drawing and soil investigation reports to determine excavation support requirements in advance and provided in accordance with Company Policy.
28. Ensuring that any accident on site which results in an injury to any person (not only employees) and/or damage to plant or equipment is reported in accordance with Company Policy
29. Examining Safety Supervisors reports and ensuring that comments are addressed immediately

**PROJECT ADMINISTRATORS/SURVEYORS –
shall be responsible for the following**

SEE CONSTRUCTION MANAGERS/SITE MANAGERS POINTS 1 - 6

1. Before placing order with Sub-Contractor make sure that they are competent to carry out the works involved, including inspection of relevant certificates.
2. Ensuring, so far as is reasonably practicable, that work once started is:-
 - (a) Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 - (b) Carried out in accordance with the Construction Regulations and other appropriate statutory requirements-
3. Reprimand any member of site supervisory staff for failing to discharge safety responsibilities satisfactorily.
4. Take appropriate action when notified of disregard on site of the Safety Supervisor's advice.
5. Ensure that the Safety Supervisor is notified of all new sites giving as much notice as possible.

6. Carry out any necessary notifications to local Authorities, Police, etc. as required by Company Policy.
7. Examine Safety Supervisors reports during the progress of the works and ensure the comments are addressed immediately.

STAFF FOREMAN/FOREMAN OF TRADES shall be responsible for the following

1. Reading and understanding the Company's Health, Safety and Environmental Policy and ensuring that it is brought to the notice of operatives under your control. Carrying out all work in accordance with its requirements.
2. Knowing the Construction Regulations applicable to the work on which your operatives are engaged and insisting that these Regulations are observed.
3. Incorporating safety instructions in routine orders and seeing that they are obeyed.
4. Not allowing operatives to take unnecessary risks.
5. Ensuring that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
6. Ensuring that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct qualified supervision.
7. Commending operatives who, by action or initiative, eliminate hazards.
8. Not allowing "horseplay" or dangerous practical jokes and reprimanding/dismissing those who consistently fail to consider their own safety or that of others around them.
9. Reporting immediately any defects of plant or equipment.
10. Reporting any accident, however minor, to supervision immediately.
11. Setting a personal example by wearing protective clothing and by carrying out your own work in a safe manner.
12. Looking for and suggesting ways of eliminating hazards. Bringing to the notice of management any improvements or additions to the Company Safety Policy which you feel should be made.

OPERATIVES shall be responsible for the following

1. Reading and understanding the Company's Health, Safety and Environmental Policy and carrying out your work in accordance with its requirements.
2. Using the correct tools and equipment for the job.
3. Wearing safety footwear at all times and using, where necessary, all protective clothing and safety equipment provided, e.g. safety helmets, goggles, respirators etc.

4. Keeping tools in good condition.
5. Reporting immediately to supervision any defects in plant or equipment.
6. Working in a safe manner at all times. Not taking unnecessary risks, which could endanger yourself or others. If possible, removing site hazards yourself, e.g. removing or flattening nails sticking out of timber, tying unsecured access ladders, etc.
7. Not using plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
8. Warning other employees, particularly new employees and young people, of particular known hazards.
9. Strictly avoiding dangerous or practical jokes or "horseplay" on site.
10. Reporting to supervision any person seen abusing the welfare facilities provided and any faults/problems with the welfare facilities, i.e no hot water.
11. Reporting any injury to yourself, resulting from an accident at work, even if the injury does not stop you working.
12. Reporting any damage to plant or equipment.
13. Suggesting safer methods of working.
14. Not at any time altering/adapting scaffold or scaffold towers unless specifically requested to do so by Site Management.

SAFETY SUPERVISOR / DIRECTOR shall be responsible for the following

1. Ensuring that the Company's Health, Safety and Environmental Policy is followed
2. Assist in the preparation of site Construction Plans and Health and Safety Files
3. Review and approve method statements for high risk operations
4. Provide advice on Health & Safety matters
5. Advise on training requirements and organise courses
6. Carry out site inspections as and when necessary and issue reports on the safety inspection
7. Investigate accidents and ensure that all reportable accidents have been notified to the HSE
8. Maintain a library of safety/technical information
9. Liaise with the CDM Co-ordinator as necessary

10. Review and update the Health, Safety and Environmental Policy and Companies Safety Manual with changes in legislation and best working practice as necessary / annual basis.
11. To assist in these respect, the Company have appointed external Safety Consultants to visit sites and workplaces and to give advice on the requirements of the relevant statutory provisions and safety matters generally.

SUB-CONTRACTORS shall be responsible for the following

1. All sub-contractors will be expected to comply with the Company's Health, Safety and Environmental Policy and must ensure their own Company Policy is made available on site whilst work is carried out.
2. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
3. Assessment of risk associated with any substance, process or work activity on site, which will be hazardous to health and safety, must be provided to Charter Site Management before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
4. Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
5. Sub-contractor's employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site unless authorised by Charter Site Management
6. All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the Sub-Contractor must be provided to our Company's Site Representative before work commences.
7. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site without the Site Managers permission. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition and properly certified
8. Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Charter Constructions Site Representative.
9. Sub-contractor's employees must comply with any safety instructions given by Charter Constructions Site Representative.

10. Charter Constructions has appointed a Safety Supervisor to inspect sites and report on health and safety matters. Sub- contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide Charter Constructions Site Representative with the name of the person they have appointed as Safety Supervisor.
11. Suitable welfare facilities and first aid equipment in accordance with the Regulations will be provided unless arrangements have been made for the sub-contractor to provide these. The toilet and welfare facilities must be kept clean and not abused
12. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
13. All operatives, sub- contractors, visitors, etc. on the Company's sites will wear safety helmets at all times other than in areas specifically designated as "no risk" areas by site management. Signs erected on site that safety helmets to be worn must be complied with by Sub-Contractor personnel.
14. A detailed Method Statement will be required from sub- contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The Method Statement must be agreed with our Company Site Representative before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained.
15. Where necessary hot work permits will be issued and any personnel found misusing fire fighting equipment will be immediately dismissed

PART 3 ARRANGEMENTS AND PROCEDURES

1) Consultation

All employees including subcontractors:-

- i. Have access to the Company's Health, Safety and Environmental Policy, and all relevant Health and Safety information.
- ii. Can discuss concerns over safe working conditions with any member of staff.
- iii. Are encouraged to discuss and offer advice on matters which affect their health and/or safety.
- iv. Given an opportunity to discuss any Health and Safety matters with visiting inspectors.
- v. Are encouraged to consult directly with the appointed Company Safety Advisor.
- vi. The Company has an annual review where the Company outlines its objectives for the year and any major changes that will be implemented within that period

2) First - aid and accident

(a) First -aid

The first- aid facilities provided by the company shall at minimum constitute a first - aid kit appropriate to the size of site as described by statutory regulation. The Site will have as a minimum one First Aid at Work trained person. This will usually be the Site Manager, two day re-qualification will be arranged as required. The Head office will have an Appointed Person as a minimum.

(b) Accident Reporting

When an accident occurs, however minor it may at first appear it shall be reported to the site manager if on site, or to a Director in the office.

(c) General procedures following accidents

- i) A Director or Mr C Sainty shall satisfy himself that the proper authorities have been notified in the event of serious injuries or fatalities occurring.
- ii) Ensure that in the event of a notifiable accident work is suspended pending an investigation.
- iii) Details must be recorded of action taken, of injuries and damage to plant, equipment and materials or structures, and of any remedial action taken.
- iv) Carry out an investigation (normally by a Director) to establish causes of a notifiable accident. In specific terms the investigation should determine whether the accident was caused by faulty equipment, faulty machinery, faulty materials, defective plant, unsafe working practices, misconduct, either individually or collectively.
- v) Ensure that once the specific causes of the accident are identified, appropriate remedial action is taken in order to prevent any recurrence.

(d) General. (First - aid and injury)

Should any injury be sustained, or any person falling ill and the injury is not treatable by means of first-aid the person injured is to be transported to the nearest hospital or an ambulance will be summoned if it is considered that the person should not be moved with out medical assistance.

3) Welfare Facilities (general)

The company will provide toilet facilities, wash hand basin, complete with running hot water and soap and other cleaning fluids, towels etc. Employees will be responsible for keeping this facility clean and in acceptable orders.

A canteen area will be provided and a supply of hot water for drinks will be made available and a means of heating food.

4) Emergency Procedures. (Fire Hazard)

- 1) In the event of fire ensure that all personnel in the site and office are made aware of the fire.
- 2) Attack the fire if possible with the appliances provided but without taking personal risks.
- 3) Evacuate the building, do not stop to collect personal belongings, do not rush, and await outside in the appointed area away from danger.
- 4) Do not re-enter the building until told it is safe to do so.
- 5) Try to ensure that all doors and windows are closed, if at all possible.
- 6) Inform the fire brigade by dialling 999.
- 7) Keep all fire exits clear at all times.

5) Working at Height
Hierarchy to be used

- (i) We will try and avoid working at height where possible.
- (ii) Use specialist equipment or other measures to prevent falls where work is necessary.
- (iii) Where the risks of falls cannot be eliminated, use of specialist equipment or other measures to minimise the distance and consequence of the fall. This may include the use of passive restraints i.e. nets and airbags. The use of a personal harness should be the last resort.

The Company will ensure that no work is done at height if it is safe and reasonably practicable to do it another way. If not the following will apply:

- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled.
- plans for emergencies and rescue is prepared when appropriate

6) Other Hazards

- (a) Generally, identify any elements you consider a hazard, report them and avoid them.
- (b) Keep the work place clear and tidy and ensure safe access to and from the work place.

7) Training

Information from risk assessments, performance monitoring activities, employee feedback, appraisals and advice from our designated Health and Safety Consultants, will be used to identify the health and safety training needs of employees. An effective system for the communication of health, safety and welfare information will be maintained so that employees are made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them.

Where necessary employees will also be suitably trained or instructed to enable them to carry out their tasks in a healthy, safe and efficient manner. The Company's Safety Officer/Consultant will carry out safety training on behalf of the company. The practicalities and Method of Work training will be carried out by the Company's Managers and overseen by the Safety Officer/Consultant.

Employees will be trained in the safe use of plant/equipment which they will be using for their work by the appropriate CITB Plant Operators course or equivalent where required. Where CITB certification is not required, employees will be instructed on how to use plant/equipment safely, directly by the Safety Officer/Consultant, manufacturer/supplier/hirer, or by the Company's Managers who themselves would have been instructed on how to use the plant/equipment properly and safely.

To ensure all the Company's employees are kept up-to-date with safety matters the Company has formulated a library of safety information, Codes of Practices and Health and Safety Legislation etc. This library will be maintained with up-to-date information and changes in Law etc. The requirements of any Statutory Legislation or Code of Practice applicable to the processes or operations being undertaken and/or the premises that they are undertaken shall be observed.

8) Asbestos

When necessary, all employees will be notified of the possibility of asbestos materials being present during site works and what to do and who to report to if they come across suspect material during their work, at the site induction session.

9) Maintenance and inspection of plant and equipment

All plant and portable hand held electrical tools must be inspected before use, and PAT tested at three monthly intervals, All works and site electrical equipment must be PAT tested by a competent person. This will be carried out by the hire company or the subcontractor.

The visual inspections should include: - casing, plugs and sockets, cables for exposed wires or damage, triggers or switches, general wear and tear.

Records of all PAT tests are kept in the Site Office, each piece of equipment will be given a dated sticker to confirm when the test has been carried out.

All plant, equipment and machinery etc. must be used only for the purpose for which it is intended, thus ensuring safe operation.

10) Introduction of new plant, machinery etc.

Upon purchase of any new equipment etc. the site managers/surveyors will fully acquaint themselves with the safe operation of same and then instruct the employees on the safe use of this equipment. This will also apply to any new method of working considered necessary for the health and safety of all concerned.

11) Protective Clothing

The company will provide any protective clothing, or other protective equipment, considered necessary and in accordance with any relevant status, which should be worn or used at all times when directed. Normal disciplinary proceedings will be actioned against any employee found to be misusing Personal Protective Equipment.

12) Alcohol, Drugs, Smoking

Anyone found under the influence of or in possession of alcohol or on illegal drugs will immediately be removed from the Company's premises and/or areas of work under its control. They will be subjected to disciplinary measures which could include dismissal if direct employee, or the matter will be reported to the operatives company for their action.

Anyone found smoking in the workplace will be instructed to immediately extinguish the cigarette in a safe manner, and if an employee will be subjected to possible disciplinary measures. In all other cases the matter will be reported to the operatives company for their action.